How do I print my document?

To obtain a printable document from CTC main webpage at www.ctc.ca.gov, click **ONLINE SERVICES FOR EDUCATORS**. On this next page, click **EDUCATOR PAGE** to get to the login page.

- Enter your social security number and date of birth,
- Educator page will display
  - verify your profile information (name, and contact information),
  - email address required
  - click the **Next** button

CTC Online will then bring up all valid credentials and any pending applications on record for you.

Under the **Document** tab, click on the hyperlinked document number to see the full details and authorizations of the item selected.

CA.GOV | CTC COMMISSION ON TEACHER CREDENTIALING — *Ensuring Educator Excellence*

Agency User | **Search** | **Educator Page**

Back

Note: If you have questions about the information displayed below, please click here for a listing of Commission contacts

Last Name: THREE
First Name: TRAINING
Middle Name: APPLICATION

Last Known County of Employment: SANTA CRUZ COUNTY OFFICE OF EDUCATION
Adverse and Commission Actions Indicator :
Fingerprint Process Complete: Y

Note: Please verify County of Employment is current
Note: Information on Adverse and Commission Actions is available for this educator if a flag is displayed.
Note: If the fingerprint process does not display as "Complete", please refer to the Fingerprint Information on our website

Document | Application | Adverse and Commission Actions

◄ 1 - 4 of 8 ►

	Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Grade	Special Grade
►	801210013	Career Substitute Teaching Permit	Emergency	Valid	5/1/2013	6/1/2014	5/1/2013		
►	801200012	30-Day Substitute Teaching Permit	Emergency	Valid	4/3/2012	5/1/2013	3/1/2010		
►	801200011	30-Day Substitute Teaching Permit	Emergency	Valid	4/1/2011	4/1/2012	3/1/2010		
►	801200010	30-Day Substitute Teaching Permit	Emergency	Valid	3/1/2010	4/1/2011	3/1/2010		

Recommends

Complete | Return Application to Authorized Agency | Click the 'Document Title' to view detailed information. Select "Yes" next to the Document Title and either "Complete", or "Return Application to Authorized Agen

	Select	Document Title	Term	Application Status	Issue Date	Return Reason
►	No	Multiple Subject Teaching Credential	Preliminary	Recommended	5/29/2012	

Renewals

Renew | Select "Yes" next to the Document Title and click "Renew"

◄ 1 - 1 of 1 ►

	Select	Document Title	Term	Status	Issue Date	Expiration Date	Original Issuance Date	Pick Base Credential	Special Grade
►	No	30-Day Substitute Teaching Permit	Emergency	Valid	4/3/2012	5/1/2013	3/1/2010		

Web Applications

Create New | Complete | Click "Create New" to start. If applicable, select "Yes" next to the Document Title and click "Complete" to continue.

◄ 1 - 3 of 3 ►

	Select	Document Title	Application Status
►	No	Certificate of Clearance	Pending

✓ Trusted sites | 150%

Use the **Email Document** button to email yourself a personal copy of the printable credential.

COMMISSION ON
TEACHER CREDENTIALING
Ensuring Educator Excellence

Agency User | **Search** | **Educator Page**

[Back] [Email Document]

To view the educator's public records (current documents, all documents held and Adverse and Commission Actions), click on the Educator's Last Name.

Educator Information:

Last Name: THREE
First Name: TRAINING
Middle Name: APPLICATION

Document Information:

Document Number: 801210013
Document Title: Career Substitute Teaching Permit
Term: Emergency
Status: Valid
Issue Date: 5/1/2013
Expiration Date: 6/1/2014
Original Issue Date: 5/1/2013
Grade:
Special Grade:
SB1969 (Title 5 §80487):

Authorization / Subjects

1 - 1 of 1

Authorization Code	Authorization Description	Subject Code	Subject Description	Major/ Minor	Added Authorization Date
P60	This permit authorizes the holder to serve as a substitute teacher in any classroom in preschool, kindergarten and in grades 1-12, inclusive, or in classes organized primarily for adults. The holder may serve as a substitute for not more than sixty days for any one teacher during the school year.	NONE		MAJ	

Renewal Requirements

Please disregard any # signs you may see below and refer to the "Additional Description" column to the right for specific renewal requirements.

1 - 1 of 1 |

| Renewal Code	Renewal Description	Additional Description
P60	To renew this permit, the holder must submit an application form and fee through his or her employing school district or county office of education. The application must include a statement of endorsement from the superintendent and verification that the staff development activities offered to the district's or county's regular teaching staff were made available to the permit holder.	TC Code Not Required

Employment Restrictions

1 - 1 of 1 |

✔ Trusted sites   150%

Sample document.
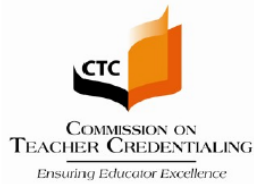
By virtue of the authority vested in the Commission on Teacher Credentialing
in recognition of preparation to serve in California public schools

TRAINING THREE

is hereby awarded a

Emergency Career Substitute Teaching Permit: New Credential Type

AUTHORIZED SUBJECT(S):

SUBJECT MATTER AUTHORIZATION(S):

SUPPLEMENTARY AUTHORIZATION(S):

Valid from 05/01/2013 to 06/01/2014

How can I print the document details to submit to my employer?

To capture and print the entire document detail, go to the document detail view:

Right-click and drag to **Select All**:

COMMISSION ON
TEACHER CREDENTIALING
Ensuring Educator Excellence

Agency User | Search | Educator Page

Back | Email Document

To view the educator's public records (current documents, all documents held and Adverse and Commission Actions), click on the Educator's Last Name.

Educator Information:

Last Name:	THREE
First Name:	TRAINING
Middle Name:	APPLICATION

Document Information:

Document Number:	801210013
Document Title:	Career Substitute Teaching Permit
Term:	Emergency
Status:	Valid
Issue Date:	5/1/2013
Expiration Date:	6/1/2014
Original Issue Date:	5/1/2013
Grade:	
Special Grade:	
SB1969 (Title 5 §80487):	

Authorization / Subjects

1 - 1 of 1

Authorization Code	Authorization Description	Subject Code	Subject Description	Major/Minor	Added Authorization Date
P60	This permit authorizes the holder to serve as a substitute teacher in any classroom in preschool, kindergarten and in grades 1-12, inclusive, or in classes organized primarily for adults. The holder may serve as a substitute for not more than sixty days for any one teacher during the school year.	NONE		MAJ	

Renewal Requirements

Please disregard any # signs you may see below and refer to the "Additional Description" column to the right for specific renewal requirements.

1 - 1 of 1

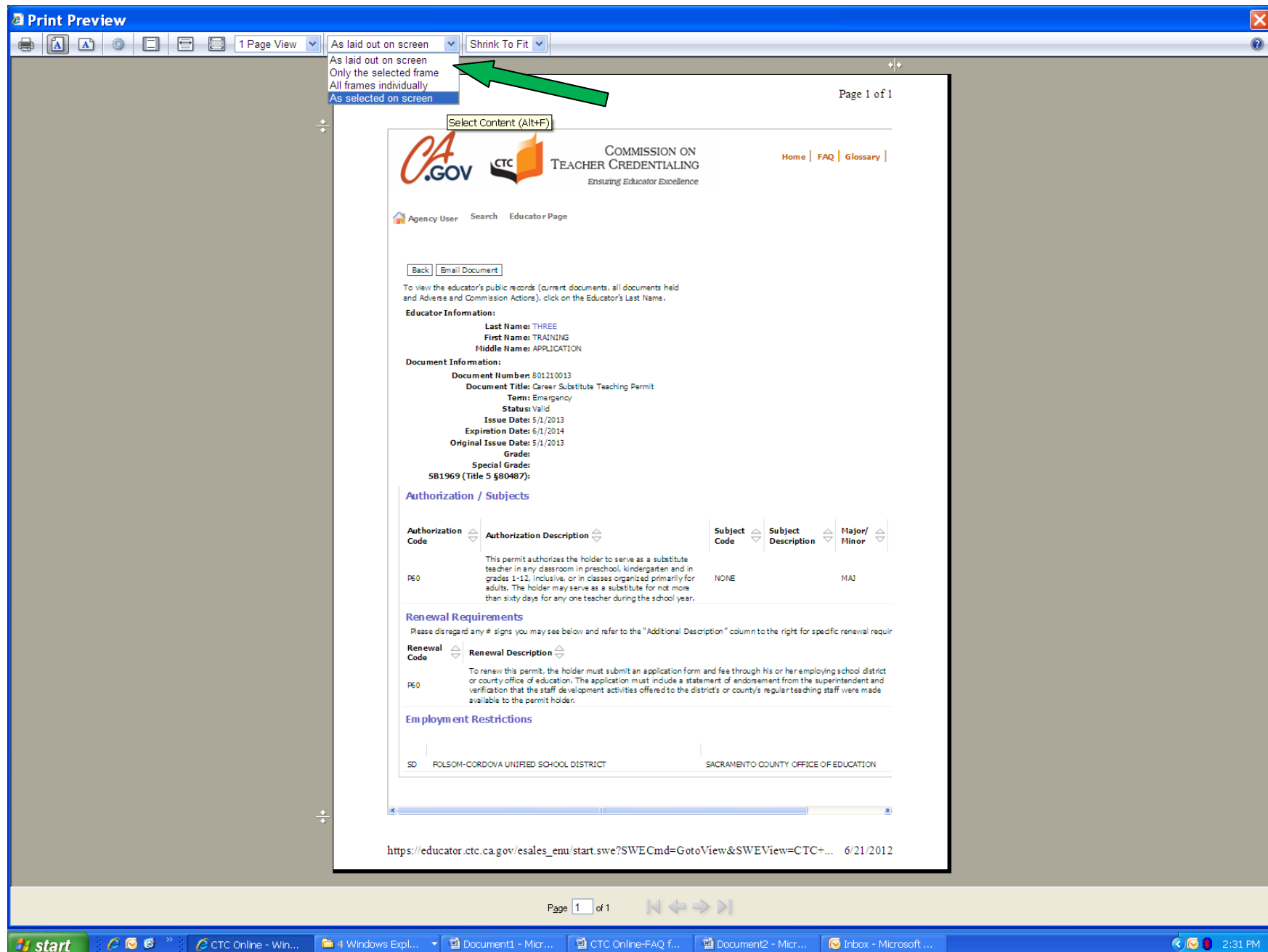| Renewal Code	Renewal Description	Additional Description
P60	To renew this permit, the holder must submit an application form and fee through his or her employing school district or county office of education. The application must include a statement of endorsement from the superintendent and verification that the staff development activities offered to the district's or county's regular teaching staff were made available to the permit holder.	TC Code Not Required

Employment Restrictions

1 - 1 of 1

SD	FOLSOM-CORDOVA UNIFIED SCHOOL DISTRICT		SACRAMENTO COUNTY OFFICE OF EDUCATION

Trusted sites | 150%

Right-click again and select **Print Preview**.

Go to the **As laid out on screen** dropdown and change it to **As selected on screen**:

This will capture all of the information in one page that can be printed

1 Page View | As selected on screen | Shrink To Fit

Back | Email Document

To view the educator's public records (current documents, all documents held and Adverse and Commission Actions), click on the Educator's Last Name.

Educator Information:
Last Name: THREE
First Name: TRAINING
Middle Name: APPLICATION

Document Information:
Document Number: 801210013
Document Title: Career Substitute Teaching Permit
Term: Emergency
Status: Valid
Issue Date: 5/1/2013
Expiration Date: 6/1/2014
Original Issue Date: 5/1/2013
Grade:
Special Grade:
SB1969 (Title 5 §80487):

Authorization / Subjects

1 - 1 of 1

Authorization Code	Authorization Description	Subject Code	Subject Description	Major/ Minor	Added Authorization Date
P60	This permit authorizes the holder to serve as a substitute teacher in any classroom in preschool, kindergarten and in grades 1-12, inclusive, or in classes organized primarily for adults. The holder may serve as a substitute for not more than sixty days for any one teacher during the school year.	NONE		MAJ	

Renewal Requirements

Please disregard any # signs you may see below and refer to the "Additional Description" column to the right for specific renewal requirements. 1 - 1 of 1 |

Renewal Code	Renewal Description	Additional Description
P60	To renew this permit, the holder must submit an application form and fee through his or her employing school district or county office of education. The application must include a statement of endorsement from the superintendent and verification that the staff development activities offered to the district's or county's regular teaching staff were made available to the permit holder.	TC Code Not Required

Employment Restrictions

1 - 1 of 1 |

SD	FOLSOM-CORDOVA UNIFIED SCHOOL DISTRICT	SACRAMENTO COUNTY OFFICE OF EDUCATION

https://educator.ctc.ca.gov/esales_enu/start.swe?SWERowId=1-TW2XZ&SWEField=s_3_... 6/21/2012

Page 1 of 1

start | CTC Online - Win... | 4 Windows Expl... | Document1 - Micr... | CTC Online-FAQ f... | Document2 - Micr... | Inbox - Microsoft ... | 2:32 PM